



ONGOING RENTAL AGREEMENT

Name of Group

Contact Info
Name

Mailing address

Phone *Email*

Treasurer Contact (if applicable)

INSURANCE

Company

Agent
Agent name *Agent phone*

Day(s) scheduled for meeting(s)

Start Time End Time

Specific rooms covered by this agreement

☐ This agreement applies only to the rooms agreed upon.

Monthly Rent \$ Due Date

Refundable Security Deposit \$ Return check fee: \$35.00

Key / access code issued Date

Received by
Print name *Signature*

Please initial each statement below to indicate it has been read and understood.

☐ Renter acknowledges the possibility of moving the group to another location if there is a conflict with a scheduled Special Event, with one month's prior notice to the group.

☐ Renter acknowledges responsibility for restoring the space to its original condition before leaving.

☐ Renter agrees to obey maximum occupancy limits as follows:
Community Room: 8 people
Sanctuary: 109 people



Portland Center for Spiritual Living

6211 NE Martin Luther King Jr. Blvd., Portland, OR 97211
503-261-0677 | info@cslportland.org | cslportland.org

Access

Portland Center for Spiritual Living will provide one key or access code to the premises if applicable. If additional keys are needed, a fee of five dollars will be charged for each additional key. Under no circumstances are keys to be duplicated. If you need additional keys, please contact the church office. The names and contact information of everyone who has a key or knows the access code, as well as the person responsible for rent payments, must be provided to Portland Center for Spiritual Living.

Respect

We rent multiple rooms, and at times more than one group may be using the facility. Please be respectful of other groups, particularly where noise is concerned. Please report spills, damage, or other irregularities to the office as soon as possible.

Insurance

Proof of insurance is required of all renters, with Portland Center for Spiritual Living named as additional insured for liability. A copy of this proof must be provided annually.

Kitchen & Food

The kitchen is to be used for making coffee and tea only. Cooking or warming food requires prior approval and is not included in this agreement.

You must bring your own supplies (coffee, tea, cups, sugar, cream, plates, etc.). All items in the kitchen are the property of Portland Center for Spiritual Living and should not be used and/or removed by renters.

Under no circumstances is food or drink allowed in the sanctuary area.

All garbage must be placed in the correct container. If a receptacle is full, please empty it into the designated outdoor trash container.

Do not place items in the refrigerator or freezer without permission. If permission is granted, please label items with a name and date.

Clean counters and spills. If a spill occurs, sweep or mop as necessary.

General Care of the Space

Storage space is limited. Please use only the space provided for you.



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Please do not use Scotch tape on walls or doors; blue painter's tape or removable adhesive is fine.

Please do not use any open flames (incense, candles, or burning bowls) without explicit permission from Portland Center for Spiritual Living.

Please lift and carry chairs and tables rather than dragging them, to avoid scratching floors or tearing carpet.

Return chairs and tables to their original arrangement unless otherwise instructed.

Smoking is not allowed on church property. Please go off the property to smoke and pick up any cigarette butts.

All lights must be turned off and doors secured when leaving the building.

Clean Up

Room setup must be returned to its original state after each use of the space. Any excess garbage (from food or craft projects) should be removed by the renter after each use of the space.

Saturday rentals: restrooms, entryway, and kitchen must be carefully checked and cleaned (vacuum, clean up spills, and empty trash as needed). This is a spiritual community, and the space must be ready to welcome members for Sunday Celebration Services.

Responsibility & Safety

Portland Center for Spiritual Living accepts no responsibility for you or your members. It is the sole responsibility of the renter to control the event, protect the people present, and comply with all applicable laws and regulations. No firearms are allowed on Portland Center for Spiritual Living property. This is a Violence Free Zone. In case of emergency, please call 911.

Notes on Children

If individuals bring children, direct supervision of their activity is required at all times.

Signature of Contact Person

Date

Signature of Portland Center for Spiritual Living Representative

Date